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25 YEAR RE-REVIEW

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# Office Memorandum

UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 31 October 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #44  
25 October through 31 October 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Clerical Training

(1) During the week of 22 October there were 108 people in Clerical Induction Training and 28 people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 23 October were as follows: Of 7 people tested in shorthand, 2 qualified; of 17 people tested in typewriting, 8 qualified.

(3) The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 23 October were as follows: Of 4 people tested in shorthand, none qualified; of 5 people tested in typewriting, 4 qualified.

b. Administrative Training

Operations Support #23 began on 29 October.

c. Reading Improvement

Mr. [redacted] of the Management Staff visited Reading Improvement on 24 October to discuss the readability of memoranda in connection with the study now being conducted.

d. Intelligence Training

Writing Workshop #10 started on Monday, 29 October, with nine students enrolled. Five are from the Office of Communications and four are from the DD/P.

e. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

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f. Intelligence Orientation

(1) Intelligence Orientation #3 began on 29 October with 75 students enrolled. A talk delivered by Mr. Baird entitled "Introduction to Training" got the course off to a fine start.

(2) On 24 October Messrs [redacted] met with Messrs. [redacted] to discuss [redacted] comments on Intelligence Orientation, and possible means of improving the content and method of presentation in that course. Suggestions made during this meeting will be summarized by [redacted] and another meeting will be held to prepare a draft proposal to be submitted to D/TR.

(3) On Thursday, 25 October, a special briefing on highlights of Introduction to Intelligence was given to three people at the request of the FI Training Officer.

(4) In addition to his duties with Intelligence Orientation, [redacted] will be conducting the Writing Workshop on Tuesday and Thursday mornings for the next four weeks.

g. Management Training

(1) A request for a special management course for FE branch chiefs in January is being held pending an opportunity to discuss scope and emphasis of the course with [redacted] Chief/FE.

(2) Twenty-one persons, one over the course maximum, have been nominated for the 5 November presentation of Basic Management (GS 13-15). This is clear evidence of continued high interest in the course. Typically, the GS 13-15 presentation is the least likely to be filled to capacity.

(3) [redacted] attended selected lectures in a one-day symposium presented 30 October by the Federal Government Accountants Association.

(4) [redacted] Training Officer for the Office of Logistics, are arranging to visit the Supply Management School at Fort Lee, Virginia, during the third week in November. Some new courses have recently been developed which will certainly be of interest to the Office of Logistics and may also contain items of value for the Management Training staff and for other Agency components.

h. OTR Orientation Officer

(1) On Monday, 29 October, the CIA Introduction was conducted for 42 people.

(2) The CIA Review was held for 29 people on Thursday, 25 October.

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(3) At the request of WH [REDACTED], a special orientation was held on 24 October for 18 foreign nationals. 25X1

(4) At the request of WH [REDACTED], a special orientation was conducted for two foreign nationals on 30 October. 25X1

i. Instructional Techniques

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[REDACTED]

3. PERSONNEL NOTES

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a. Miss [REDACTED] an instructor in Clerical Induction, is enrolled in Intelligence Orientation.

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b. Mrs. [REDACTED] has returned to Administrative Training after a leave of absence.

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c. Mrs. [REDACTED] has left for her new assignment at [REDACTED] 25X1

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d. On Wednesday, 24 October, Mr. [REDACTED] to discuss some of the aspects of Mr. [REDACTED] projected rotation to the Intelligence School.

[REDACTED]

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